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UNIVERSITY OF ILLINOIS

STATE LIBRARY SCHOOL



CIRCULAR OF INFORMATION

1900-1901

THE UNIVERSITY CALENDAR

1899—1901

SECOND SEMESTER, 1899-1900

Feb. 5, Monday.	Registration Day.
Feb. 6, Tuesday.	Instruction begins.
Feb. 19, Monday.	Prize Debate.
May 16, 17, 18, Wednesday evening to Friday noon.	University High School Conference and High School Art Exhibit.
May 18, Friday.	Interscholastic Oratorical Contest.
May 19, Saturday.	Interscholastic Athletic Meet.
May 28, Monday.	Hazleton Prize Drill.
May 29, Tuesday.	Competitive Drill.
June 1, Friday.	Latest Day for Acceptance of Theses.
June 10, Sunday.	Baccalaureate Address.
June 11, Monday.	Class Day.
June 12, Tuesday.	Alumni Day and Oratorical Contest.
June 13, Wednesday.	Twenty-ninth Annual Commencement.

FIRST SEMESTER, 1900-1901.

Sept. 13, Thursday.	Entrance Examinations begin.
Sept. 17, 18, Monday and Tuesday.	Registration Days.
Sept. 19, Wednesday.	Instruction begins.
Nov. 5, Monday.	Latest Date for Announcing Subjects of Theses.
Nov. 29, Thursday.	Thanksgiving Day.
Dec. 22, Saturday.	Holiday Recess begins.
Jan. 7, 1901, Monday.	Instruction resumed.
Feb. 1, Friday.	First Semester ends.

TRUSTEES OF THE UNIVERSITY

THE GOVERNOR OF ILLINOIS,		<i>Ex Officio.</i>
JOHN R. TANNER,	Springfield.	
THE PRESIDENT OF THE STATE BOARD OF AGRICULTURE,		"
WILLIAM H. FULKERSON,	Jerseyville.	
THE SUPERINTENDENT OF PUBLIC INSTRUCTION,		"
ALFRED BAYLISS,	Springfield.	
ALEXANDER McLEAN,	Macomb.	} Term of Office expires in 1901.
SAMUEL A. BULLARD,	Springfield.	
LUCY L. FLOWER,	Chicago.	
	<i>The Majestic.</i>	
MARY TURNER CARRIEL,	Jacksonville.	} Term of Office expires in 1903.
FRANCIS M. MCKAY,	Chicago.	
	<i>61 Alice Court,</i>	
THOMAS J. SMITH,	Champaign.	} Term of Office expires in 1905.
ALICE ASBURY ABBOTT,	Chicago.	
	<i>467 Bowen Avenue.</i>	
FREDERIC L. HATCH,	Spring Grove.	
AUGUSTUS F. NIGHTINGALE,	Chicago.	
	<i>Schiller Building.</i>	

FACULTY OF THE LIBRARY SCHOOL

ANDREW S. DRAPER, LL. D., PRESIDENT.
 KATHARINE L. SHARP, PH. M., B. L. S., DIRECTOR, Professor
 of Library Economy.
 MAUDE W. STRAIGHT, A. B., *Assistant Professor*, Reference
 Work, History of Libraries, Bookmaking.
 MARGARET MANN, *Senior Instructor* in Library Economy.
 GRACE O. EDWARDS, B. S., B. L. S., *Instructor* in Cataloging
 CECILIA McCONNEL, *Junior Reviser* in Library Economy.
 EMMA R. JUTTON, B. L. S., *Junior Reviser* in Library Economy.

UNIVERSITY OF ILLINOIS

STATE LIBRARY SCHOOL

AIMS AND SCOPE

The *Library School*, which had been conducted at Armour Institute of Technology, Chicago, since September, 1893, was transferred to the University of Illinois in September, 1897.

The scope of the work of the school has been broadened since the time of the transfer. There is now offered a four years' course of study, leading to the degree of bachelor of library science. Two years of the course are devoted to general university studies, and this is the smallest preparation which will be accepted for entrance upon the technical work. Students are encouraged to complete a four years' college course before applying for admission. This high standard is necessary because conditions in library work are rapidly changing. It is not enough to have a knowledge of books, nor is it enough to have a knowledge of methods. One or two years of training will not take the place of years of experience, but they will make the student more adaptable and general library service more intelligent.

Instruction is given in each department of library administration. Stress is laid upon simplicity and economy, although elaborate methods are taught to enable students to work in large libraries where bibliographic exactness is required. The higher side of library work is emphasized throughout the course, and students are taught their responsibility to the schools, to the clubs, to the factories, to university extension, and to the people as organized bodies and as individuals.

It is the purpose of the University to graduate librarians who are not only trained, but educated; librarians who are

not only equipped in technical details, but filled with an appreciation of their high calling to furnish "the best reading to the greatest number at the least cost."

The school offers a course of twelve lessons, open to all students of the University, on the use of the library and the ordinary reference books.

METHODS OF INSTRUCTION

There are so few text-books on library economy that instruction is given almost altogether by lecture and laboratory methods. References to books and periodicals are given for collateral reading, and individual research is encouraged from the start. Lectures are illustrated by the collections of forms and fittings and each student is expected to do a certain amount of practical work in the University library each day. Before completing the course, each student must have had actual experience in every department of the library. Class room work is tested by problems, and examinations take the form of problems wherever practicable.

LOCAL LIBRARY CO-OPERATION

The Library of the University of Illinois, the Champaign public library, and the Urbana public library have systematic plans for co-operation through the Library School, in the interests of the clubs and the schools. The club work is in successful operation. Each woman's club in the two towns has been asked to send its program for the year to the Library School. Here a reference list is made out on each subject, specifying in which of the three libraries the material is to be found. A copy of each list is posted in each library and a copy is sent to the lady having to present the subject.

The Urbana public library has given all its field work to the Library School. The students keep up a birthday bulletin, and advertise timely subjects and holiday observances, by means of attractive posters. The seniors prepared a slip charging system for the library, which used a ledger. The seniors also prepare purchase lists of new books for the library.

The Champaign public library has opened an attractive children's room and on each Saturday afternoon some member of the Library School talks to the children in this room.

EQUIPMENT

The State of Illinois has erected for the University, at a cost of \$160,000, one of the most beautiful and convenient library buildings in the country.

The Library is 167x113 feet with a tower 132 feet high. The main floor contains the reference room, the periodical reading room, the conversation room, the Library School lecture room and the delivery room, which opens into the second story of the book-stack. The second floor contains the Library School class room, four seminary rooms, and the administrative offices of the University. The basement contains well lighted rooms, which are at present used for various collections. The book-stack forms a rear wing to the building, separated by a fire-proof wall. This will eventually contain five stories, accommodating 150,000 volumes. At present only three stories are fitted with shelving, while the upper portion is floored to form a class room for the Library School. Here each student has a desk specially fitted for library work and has easy access to the collections of the School in this room, and to the book-stack directly below.

The most valuable equipment is the working library of the University, numbering about 45,000 volumes.

The Library School has the complete collection of manuscript notes and problems which have been prepared since the school opened in 1893. As text-books are so few, this collection is invaluable. A collection of library reports and catalogs and of mounted samples, showing methods of administration in all departments, is carefully classified and is continually increasing. A collection of card catalogs of various forms has been made, including the book forms from Leyden, Holland; Cassel, Germany; and Florence, Italy; the Rudolph indexer and the modern forms approved by the American Library Association. Other forms are represented by photographs.

The school has a collection of printed blanks and forms illustrating methods of administration in different types of libraries, many labor-saving devices, and samples of fittings for all departments. The school received much material from the World's Columbian Exposition in 1893, and is constantly receiving additions from librarians and manufacturers throughout the country.

A collection of cataloging rules and of classification systems is making for comparative study. A number of devices and patents, such as temporary binders, pamphlet cases, newspaper files, etc., have been contributed by inventors and manufacturers.

LENGTH OF COURSE

The course of instruction covers four years beyond the high school, consisting of two years of regular college work and two years of technical library work. The two years of technical work rank as junior and senior and are given to those only who have received credit for at least two years of college work.

ADMISSION

Admission to the freshman class of the University may be obtained in one of three ways: (a) by certificate from a fully accredited high school; (b) by examination; (c) by transfer of credits from some other college or university.

(For description of subjects accepted for admission, see latest University catalog.)

ADVANCED STANDING

After satisfying in some of the ways already enumerated all the entrance requirements for admission to the University, and after matriculating, the applicant for advanced standing may secure such standing either by examination or by transfer of credits from some other college or university.

1. *By Examination.*—Candidates for advanced standing, not from other colleges or universities, may secure such standing on examination. In the case of freshman students seeking advanced standing on the basis of their preparatory work, such standing shall be granted after satisfactory examination only, unless the applicants are from fully accredited schools. In that case a transfer of credits may be made as provided below.

2. *By Transfer of Credits.*—Credits from other colleges or universities may be accepted by the Faculty for advanced standing; but at least one year's work in residence at the University is required of all candidates for a bachelor's degree.

In all cases, a certificate of honorable dismissal is required, together with a certified record of work done in the institution from which the applicant comes. These should be presented for approval some time before the student enters for work.

COURSE OF INSTRUCTION

Required for the degree of B.L.S.

The work of the first two years may consist of any of the courses offered in the University, the requirements for which students can meet. Students are advised to take modern languages, history, literature, science, and economics, when it is possible to elect subjects.

THIRD YEAR

1. Elementary Library Economy (Lib. 1); Elementary Reference (Lib. 2); Selection of Books (Lib. 3); Elementary Apprentice work (Lib. 4).

2. Elementary Library Economy (Lib. 1); Elementary Reference (Lib. 2); Selection of Books (Lib. 3); Elementary Apprentice work (Lib. 4).

FOURTH YEAR

1. Selection of Books (Lib. 3); Advanced Library Economy (Lib. 5); Bibliography (Lib. 6); History of Libraries (Lib. 7); Advanced Reference (Lib. 8); Advanced Apprentice work (Lib. 10); Thesis (Lib. 11).

2. Selection of Books (Lib. 3); Advanced Library Economy (Lib. 5); Bibliography (Lib. 6); Advanced Reference (Lib. 8); Book-making (Lib. 9); Advanced Apprentice work (Lib. 10); Thesis (Lib. 11).

GENERAL DESCRIPTION OF COURSES

1. **ELEMENTARY LIBRARY ECONOMY.**—Instruction begins with the selection of books and the placing of an order, and follows the regular library routine.

The work of the order department is taught by lectures and practice. American, English, French, and German trade bibliography is introduced. Instruction in the accession department is according to Dewey's Library School Rules. Lectures are given upon duplicates, exchanges, gifts, importing, copyright, and allied topics.

The Dewey decimal classification is taught by classifying books. In the shelf department Dewey's Library School Rules is used and supplemented with lectures. Sample shelf-lists are made with both sheets and cards.

Cataloging is taught according to Dewey's Library School Rules and Cutter's Rules for a Dictionary Catalogue. After each lecture students are required to catalog independently a number of books. The class is taught to modify the rules to suit different types of libraries. Lectures are given on forms of card catalogs and mechanical accessories. Library handwriting is practiced in connection with all the work.

Instruction is given on loan systems and on binding and repair work. A comparative study of Chicago libraries is made in the second semester, when the students have become familiar with library methods.

Single lectures are given on library associations, library schools, library commissions, traveling libraries, home libraries, library economy publications, government and service, library legislation, regulations for readers, library architecture, libraries and schools, and other general subjects, to acquaint students with current general library topics.

2. **ELEMENTARY REFERENCE.**—Lectures are given on reference books considered in groups, such as indexes, dictionaries, encyclopædias, atlases, hand-books of history, hand-books of general information, quotations, statistics, etc. Reference lists are prepared for special classes and for literary societies, and the students have practical work in the reference department of the library.

3. **SELECTION OF BOOKS.**—Study is based upon the *Publisher's Weekly*. Each student checks desired books each week, examines them, if possible, and studies reviews in order to make a final choice of five or ten books each month. These books are carefully reviewed in class with regard to author, subject, edition, and series. Especially interesting publications, and current library topics, are called to the attention of the students at this time. This course continues through two years.

4. **ELEMENTARY APPRENTICE WORK.**—The purpose of this work is to familiarize the students with the minor work of a library and to acquaint them with the books in the University library. Each student is given practical work

in the mechanical preparation of books for the shelves, and in the copying of minor library records assigned as practice in library handwriting.

The care of the books in the stacks including the reading of shelves is assigned to the students, who are thus brought in contact with the books. Upon the completion of a class study, practical work upon this study is assigned to such students as are capable of doing independent work. The work is all done under the direction of an instructor.

Required: Library 1, 2.

5. **ADVANCED LIBRARY ECONOMY.**—In a comparative study of classification are discussed the systems of Dewey, Cutter, Edwards, Fletcher, Perkins, Smith, and Schwartz. A comparative study of cataloging considers the rules of British Museum, Jewett, Library Association of the United Kingdom, Bodleian Library, American Library Association, Wheatley, Perkins, Cutter, and Dewey. Students revise junior cataloging as a review, and catalog new books for the library. Problems are given in buying supplies, in organizing and reorganizing libraries, in preparing printed finding lists, in forming rules and regulations, and in devising loan systems. The class discusses questions affecting the founding and government of libraries, library legislation, library architecture, library administration, and current problems in public and college library work.

Required: Library 4.

6. **BIBLIOGRAPHY.**—Lectures on subject bibliography are given by professors at the University. Students are given many practical problems.

7. **HISTORY OF LIBRARIES.**—Libraries are studied by types and by countries. Special attention is given to libraries in the United States, their reports being used as textbooks.

8. **ADVANCED REFERENCE.**—The course takes up public documents, transactions of societies, advanced reference books, and indexing.

Required: Library 1, 2.

9. **BOOK-MAKING.**—Lectures on the history of printing, printers' marks, book-plates, and the history and art of binding.

10. **ADVANCED APPRENTICE WORK.**—This consists of independent technical work in the University library, and of

public library work in connection with the libraries of Champaign and Urbana.

Required: Library 4.

11. **THESIS.**—Each student is required to present a thesis for graduation. This must be on some library topic, and must represent original research. An original bibliography, instead of a thesis, may be presented upon the approval of the director.

Required: Library 1-10.

12. **GENERAL REFERENCE.**—This course is offered to all students of the University who wish to become familiar with the ordinary reference books. It will comprise twelve lectures on the catalog, classification, the reference-room, the reading-room, and groups of books, such as indexes, dictionaries, encyclopædias, atlases, hand-books of general information, hand-books of history, statistics, quotations, etc.

REQUIREMENTS FOR GRADUATION

Credit for 65 hours, including the prescribed military and physical training, as well as two years' prescribed technical library work, is required for graduation. An "hour" each class period presupposing two hours' preparation by is either one class period a day each week for one semester, the student; or the equivalent in laboratory.

DEGREE

The degree of Bachelor of Library Science (B.L.S.) will be conferred on those who complete the course outlined.

LIBRARY CLUB

The instructors and students of the Library School have organized a Library Club. Any member of the Staff of the University library, of the Champaign public library, or of the Urbana public library, or any student who is registered for the Library School may become an active member. Trustees of the three libraries before mentioned are considered honorary members. Any others interested in library progress may become associate members.

Meetings are held once in three weeks during the college year. The first and last meetings of the year are of a social

nature. The intervening meetings alternate topics of literary or technical library interest.

POSITIONS

The University does not promise positions to its graduates, but some idea of the demand for trained librarians may be gained from the following list of positions filled by students of the Department of Library Economy, Armour Institute of Technology, Chicago, and of the Illinois State Library School, from July 1894, to January, 1900.

California

Santa Rosa	Public Library	Organizer
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Illinois

Aurora	Public Library	{ General assistant Reference librarian
Bloomington	Withers Public Library	{ Cataloger Acting librarian Librarian (3)
Cairo	Public Library	Organizer
Canton	Public Library	Organizer
Chicago	All-Souls Church Library	{ Organizer
	Armour Institute of Technology	{ Assistant (6) Instructor in cataloging Instructor in reference
	Chicago Normal School Library	{ Librarian
	College of Physicians and Surgeons	{ Organizer Librarian (2)
	Emmons Blaine College of Pedagogy	{ Cataloger Librarian
	John Crerar Library	{ Accession clerk Assistant cataloger (2) Assistant classifier Periodical clerk Shelf-listener Substitute
	Library Bureau	Editor "Public Libraries"
	Loyal Legion	Organizer
	Public Library	Assistant
	University of Chicago	{ Assistant in charge of Traveling libraries
	Western Society of Engineers	{ Assistant
	Private Libraries	Organizer (7)

